

RDG 081, Sect. # 1836: Reading Improvement: Spring 2008

Tues/Thurs. 12:30-1:45 P.M. Room M 131

Reading Improvement: The Key to your Goals

We grow as thinking, caring, effective and powerful human beings as we grow in literacy. Doors open, more choices are available. **The future is possible!**

This course in self-improvement is designed for students who have a desire to increase their understanding of themselves and their power in the world through reading and writing.

You will develop the following specific skills: reading/writing vocabulary; ability to concentrate while reading for sustained periods of time; ability to comprehend and summarize in writing the most important points of a variety of types of reading material; grammar and editing/revising skills.

You will do the following things: Read independently every day from material of your choice; read an autobiography for class; read short stories and essays for class; develop vocabulary; write summaries and short essays on the computer; work with a writing tutor as needed outside of class; share your writing in the class; edit and revise your writing; read three times to little children outside of class.

Office Hours for Dr. Tom Butler

Office: M 177 e-mail: thomas.butler@pvmail.maricopa.edu

Phone: 602-787-6564

Monday,	12:00-1:00 P.M.	I can be reached by telephone message and e-mail, which I check frequently when not in meetings. I <i>like</i> to hear from students who are going to be absent, or who are not sure about a homework assignment. I always try to return calls promptly, throughout the day. Telephone messages left after 4:00 P.M. will generally be returned the next workday morning. I check my e-mail frequently throughout the day, but for a quicker response leave a telephone message.
Tuesday,	8:00-9:00 A.M.	
Wednesday,	12:00-1:00 P.M.	
Thursday,	2:00-3:00 P.M.	
Friday,	10:00-11:00 A.M.	
...Or at other times by appointment		

Important Class Information:

Add this website to you "bookmarks" or "Favorites":

Butler's Reading 081 Homework Page:

<http://www.pvc.maricopa.edu/~butler/rdg081>

Required Materials:

1. *Text*: **Read and Respond, 4th Edition**, by Swinton and Agopsowicz
(If you buy used, make sure the exercises don't have the answers written in—that will prevent you from learning!)
2. *Text*: **The World of Words, 7th Edition**, by Richek
(If you buy used, make sure the exercises don't have the answers written in—that will prevent you from learning!)
3. *Text*: **I Know Why the Caged Bird Sings**, by Maya Angelou
4. **A dictionary**: a recent COLLEGE EDITION (©2000 or newer)
(Recommended: **The American Heritage Dictionary, Second College Edition.**)
5. A **computer disk** to store your word-processed papers.
6. A **stapler**, for your papers. (No paper clips, please)
7. Recommended: **A yellow highlighting pen.**

Attendance:

If you're absent, you lose points and miss important activities! If you must be absent for a class, please contact me so that you can get the assignment and be prepared for the next class.

Assignments:

All writing assignments, except journal entries, should be typed. Textbook exercises should be done in blue or black ink on loose-leaf, lined paper (no spiral tear-outs, and no pencil). All assignments are due at the beginning of the class period. Late assignments may be accepted for reduced credit if prior arrangements have been agreed upon with me. If you will be absent, make advance arrangements to turn in your assignment on time in order to get full credit.

Quizzes and Exams:

Quizzes and Exams may not be taken late unless special arrangements are made with me before the test is given. There are no make-ups for missed quizzes or exams. **Students must take the final exam when scheduled: Thursday, May 8, 2008, 9:30-11:20 A.M.**

Withdrawal:

If you are absent too many times (more than 2 times), or if you just stop coming to class, I may withdraw you from the course. If you feel that you must withdraw from class, please contact me first. We may be able to find a way for you to complete the course.

Grading:

Points will be assigned for all work during the semester and weighted according to the following proportions of the final course grade:

50%= Homework, quizzes and in-class writing assignments.

15%=Vocabulary Quizzes.

10%=Midterm

15%=Final Exam

10%=Attendance and Participation (1.5 % will be deducted for each absence.) If you are absent three or more times, you may be dropped from the class! Failure to participate during an in-class activity will result in a loss of 1.5% attendance points for that day.

Course grading scale:

A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = below 59%

Hints for Success:

1. Keep up with all assignments. Staying ahead is easier than coming from behind!
2. Smart students ask questions when they don't understand. Act smart--ASK!
3. Contact me if you are absent or having difficulty with an assignment.
4. Keep a positive attitude and enjoy watching yourself improve!

It is college policy to provide reasonable accommodations to students with physical, mental, or learning disabilities which may affect their learning/performance in the classroom. To inquire about or request such accommodation, please contact the Disability Resource Center, KSC-119, 602-787-7170. All inquiries/discussions will be confidential.

Maricopa Community College District Course Competencies covered in the course:

RDG 081: Reading Improvement, 3 Credits

Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections, and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials.

Prerequisites: Placement test scores, or permission of instructor.

Course Competencies:

1. Apply previewing strategies to predict the content of reading passages.
2. Use sound-symbol relationships in the English language to pronounce words.
3. Apply syllabication to aid in pronouncing multisyllabic words.
4. Analyse words according to their structure.
5. Apply dictionary usage skills.
6. Use clues in context to predict word meanings.
7. Utilize a vocabulary development system.
8. Identify stated and implied main ideas of written materials.
9. Relate major and minor supporting details to main ideas in written materials.
10. Follow the reasoning of a writer's organization.
11. Use graphic organizers to analyse the structure of a reading passage.
12. Interpret graphics in reading passages.

Official Course Outline:

<p>I. Content prediction</p> <ul style="list-style-type: none">A. Preview of titleB. Preview of subtitlesC. Comparison with actual content <p>II. Sound-symbol relationships</p> <p>III. Syllabication</p> <ul style="list-style-type: none">A. Hearing syllablesB. Syllabication rules <p>IV. Structural analysis</p> <ul style="list-style-type: none">A. RootsB. Affixes <p>V. Dictionary skills</p> <ul style="list-style-type: none">A. Guide wordsB. Pronunciation keyC. Dictionary entry <p>VI. Clues in context</p> <ul style="list-style-type: none">A. Words with multiple meaningsB. Unfamiliar words <p>VII. Vocabulary development</p> <ul style="list-style-type: none">A. 3 x 5 card systemB. Other vocabulary building systemC. Word derivation	<p>VIII. Stated and implied main ideas</p> <ul style="list-style-type: none">A. ParagraphsB. Longer reading passages <p>IX. Supporting details</p> <ul style="list-style-type: none">A. Major supportB. Minor support <p>X. Organization</p> <ul style="list-style-type: none">A. AdditionB. Cause and effectB. Comparison/contrastD. IllustrationE. TimeF. Series <p>XI. Graphic organizers</p> <ul style="list-style-type: none">A. MappingB. ChartingC. Outlining <p>XII. Graphics in reading passages</p> <ul style="list-style-type: none">A. MapsB. ChartsC. TablesD. DiagramsE. Graphs
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In addition to the above, we will also focus on the following outcomes:

- Access and use the internet for learning --if you do not have home access to the internet, you will need to register for the PVCC Computer Commons (\$15.00).
- Write accurate and concise summaries of, and critical responses to reading selections.
- Apply successful reading strategies to textbooks, novels, and periodicals.
- Identify the author's purpose for writing.
- Identify various types of figurative language.
- Identify the author's use of tone and language in reading selections.
- Read a full-length book: a novel, biography, or autobiography.
- Become a life-long reader.



Additional Important Course and College Information:



It is college policy to provide reasonable accommodations to students with physical, mental, or learning disabilities which may affect their learning/performance in the classroom. To inquire about or request such accommodation, please contact the Disability Resource Center, KSC-119, 602-787-7170. All inquiries/discussions will be confidential.

Classroom Etiquette:

Cell phones and pagers must be turned off before entering classroom. Please arrive on time and listen respectfully while the instructor or other class members are speaking. Taping of lectures is not allowed unless you receive special permission from the instructor. Food and drink are not permitted in the classroom.

For Your Protection:

It is your responsibility to **SAVE** your graded essays and assignments and copies of the original word-process work on your computer or a portable computer storage device. Keep these copies in a safe place until you have received your final grade.

Attendance:

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement, as determined by the course instructor, may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may at the option of the instructor be withdrawn. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they withdraw from a course or discontinue studies at the college.

Official Absences

MCCCD policy states that: Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason **must obtain an official absence verification card** from the appropriate dean or associate dean and present it to the appropriate instructor(s) **before the absence. Prior arrangements must be made with each instructor for make-up work.** If prior arrangements have been made, the students will not be penalized.

Other official absences include jury duty and subpoenas (not Traffic School). Appropriate documentation will be required. **Prior** arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the students will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

Religious Holidays

MCCCD policy states that: Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Plagiarism

Plagiarism is a serious offense. It is the unacknowledged use of another's words, ideas, or information. Some common examples of plagiarism are summarizing or paraphrasing source material without documentation, quoting without citations, copying all or parts of another writer's paper, having another person write the paper, or purchasing another writer's paper.

To avoid plagiarism, students must give a source credit for any ideas or information they have used in an essay, whether they have paraphrased, summarized, or quoted from the source.

A student who plagiarizes is subject to disciplinary probation and suspension. The first occurrence of plagiarism may result in a zero for that assignment. A second occurrence may result in a grade of "F" for the course.

STUDENT CODE OF CONDUCT

Students engaging in the following are subject to disciplinary sanctions outlined in the PVCC Catalog, Student Policies Section.

- Acts of Dishonesty; examples include:
 - Plagiarism
 - Furnishing false information
 - Falsifying records related to coursework
 - Forgery, alteration, misuse of any college document
 - Tampering with the election of any college-recognized official
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or college activities. An instructor can remove a student from class for disciplinary reasons.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct that threatens the health or safety of any person.
- Attempted or actual theft
- Failure to comply with direction of college officials or law enforcement officers
- Unauthorized possession, duplication or use of keys to any college premises
- Violation of federal, state, or local laws on college campus or at college sponsored activities
- Use, possession or distribution of narcotics or other controlled substances
- Use, possession, or distribution of alcoholic beverages, or public intoxication
- Illegal or unauthorized possession of firearms, explosives, weapons, or dangerous chemicals

- Participation in a college demonstration that disrupts the normal operations of the college
- Obstruction of the free flow of pedestrian or vehicular traffic on college premises
- Conduct which is disorderly, lewd or indecent
- Theft or other abuse of computer time
- Abuse of the judicial system

For the complete "**Student Rights and Responsibilities**," see the *PVCC College Catalog*, and the *PVCC Student Handbook and Planner*, section 2.5.2, Student Disciplinary Code, Article III, Paragraph 15 regarding appropriate use of campus computing resources. See also the policies of the Computer Commons on computer use available online at <http://www.pvc.maricopa.edu/cc/FAQs.htm>. For "**Student Academic Standards**," see the *PVCC College Catalog*. These documents are also available online from the PVC website <http://www.pvc.maricopa.edu>.

PVCC STUDENT SERVICES RESOURCES

The majority of services are open Monday – Thursday 8:00 -7:00 and Friday 8:00 – 5:00. Appointments may be required for some areas. Visit our Web Site at <http://www.pvc.maricopa.edu> for more information.

Athletics – To learn more about our athletic programs call (602) 787-7173 or e-mail us at <http://www.pvc.maricopa.edu/athletics>.

Academic Advising – KSC186, (602) 787-7060. Advisors are available to assist with classes and degree information. Discuss your goals, education history, and interests with the advisor. Hours: Walk-in 8:00 – 11:00 a.m. Afternoon and evenings by appointment.

Admissions and Records – KSC111, (602) 787-7020. Services include registration, transcript requests, graduation requests, and educational records. This office maintains all student records.

Assessment Center – KSC226, (602) 787-7050. Services include placement, ESL, instructional, and CLEP testing. Assessment helps students identify their existing skills and knowledge.

Bookstore - KSC143, (602) 787-7120. The Bookstore, operated by Follett, sells new and used textbooks, school supplies, greeting cards, gifts, sundries, college clothing, trade books, and educationally priced software.

Child Development Center – D101, (602) 787-7150. This service is available for the children of PVCC students. The program's main focus is language development, fine motor and social skills for children between the ages of 3 – 8 years.

College Safety – KSC126, (602) 787-7900. Provides safety and security measures for the campus. Services include lost and found, emergency assistance, first-aid, parking decals, photo ID's.

Counseling/Personal Development – KSC177, (602) 787 6540. Free, confidential counseling is available to prospective and currently enrolled students at PVCC. Counselors are available by appointment. Please call or stop by the Counseling Office.

Disability Resource Center/Student Development – KSC119, (602) 787-7174. This office participates in the Americans with Disabilities Act, which include reasonable accommodations with

access, resources, and support services. Student development activities include student orientations, ESL student support, and student diversity program.

Financial Aid – KSC101, (602) 787-7100. Services include financial counseling for students, assistance in completing the financial aid process and information about scholarship programs. Financial aid includes grants, loans, student employment and scholarships.

Career Services/Job Placement KSC Building, (602) 787-7073. This office provides job listings on and off campus, assistance in job searches, internships, and Maricopa Career Network for on-line postings.

Learning Support Center and Writing Center, E Building, (602) 787-7180. The Learning Support Center provides free tutoring and other learning support for most PVCC courses. Free tutoring includes study groups, drop-in tutoring, individual appointments and on-line tutoring. **The writing tutors** can assist you with grammar, punctuation, vocabulary, spelling, thesis statements, research papers, and other editing concerns. The tutors cannot write your paper; the point for using their services is to become a better writer. You need to schedule an appointment to work with a tutor in the center.

Library - E Building, (602) 787-7200. The PVCC Library offers a print and media collection of approximately 40,000 items. In addition, the library now has a collection of electronic books. An online catalog provides indexing to much of the material held by PVCC as well as materials owned by other Maricopa County Community College libraries.

Service Learning, KSC141A. (602) 787-6657 or (602) 787-7241. Service Learning is a direct expression of the PVCC vision statement. Our college is dedicated to “building partnerships... that cross institutional boundaries for innovative instruction and coordinated community service.” Service Learning combines academic learning and educational goals with student action in real life situations outside the four walls of the classroom. Students are given the opportunity to learn and develop as leaders through active participation in thoughtfully organized service experiences that meet vital community needs.

Student Life, KSC135, (602) 787-7244. The center encourages students to participate in college and community life. Some activities include honors, leadership training, service learning, student clubs, Student Leadership Council, Emerging Leaders Program and student insurance.

Veteran’s Services, KSC 111 (602) 787-7045, is located in the Admissions and Records Office.

RDG 081 Tentative Schedule for Spring 2008

- This schedule is a general outline of what we will do and approximately when we will do it; however, it is subject to change.
- This schedule does not include the specific assignments.
- **The exact assignment due next meeting will always be given in class and posted on the homework website:** <http://www.pvc.maricopa.edu/~butler/rdg081>
- If you are absent, call or e-mail for the assignment!
- There will be a quiz most every week, and written assignments due most every day. Don't fall behind!

R&R: Read and Respond text **WOW:** World of Words text **CB:** I Know why the Caged Bird Sings book

Week #	Topics	Assignments/ Assessments
1	<ul style="list-style-type: none"> • Course Introduction: Syllabus • The Reading Process • Introductions 	Syllabus E-mail the professor R&R: Chapter 1 Read "Secrets of Straight A Students" (handout)
2	<ul style="list-style-type: none"> • Learning Vocabulary • Finding Topics 	R&R: Chapter 2
3	<ul style="list-style-type: none"> • Finding the Topic and Main Idea • Dictionary Usage 	R&R: Chapter 3 WOW: Chapter 1
4	<ul style="list-style-type: none"> • Locating Major Details • Using Context Clues 	R&R: Chapter 4 WOW: Chapter 2
5	<ul style="list-style-type: none"> • Writing a Summary • Elements of Fiction • Using Context Clues 	R&R: Chapter 5 Short Story
6	<ul style="list-style-type: none"> • Writing a Response • Figurative Language • Using Context Clues 	WOW: Chapter 3 Poetry Short Story
7	<ul style="list-style-type: none"> • Figurative Language 	WOW: Chapter 4 CB: Chapters 1-4 Poetry Short Story
8	<ul style="list-style-type: none"> • Review 	CB: Chapters 5-8
March 8-16, 2008 Spring Break, no school		

Tentative Spring 2008 Schedule continued

9	<ul style="list-style-type: none"> • Midterm Exam • Reading Aloud 	<i>CB:</i> Chapters 9-13 Begin Read Aloud Project
10	<ul style="list-style-type: none"> • Using Word Parts • Textbooks and other Academic Reading • Mapping , Charting, and Outlining 	<i>WOW:</i> Chapter 5 <i>CB:</i> Chapters 14-16 <i>R&R:</i> Chapter 7
11	<ul style="list-style-type: none"> • Reading Graphic Materials 	<i>WOW:</i> Chapter 6 <i>CB:</i> Chapters 17-22
12	<ul style="list-style-type: none"> • Patterns of written organization 	<i>CB:</i> Chapters 27-29
13	<ul style="list-style-type: none"> • Putting it all together: Review of all skills 	<i>CB:</i> Chapters 23-29
14	<ul style="list-style-type: none"> • Putting it all together: Review of all skills 	<i>WOW:</i> Chapter 8 <i>CB:</i> Chapters 30-36
15	<ul style="list-style-type: none"> • Putting it all together: Review of all skills 	
Thursday, May 8: 9:30-11:20 A.M. Cumulative Final Exam		

Student Information Sheet: RDG 081

(To be completed and turned in at the next class meeting)

DATE _____

RDG 081 Course Section# _____

Name _____ E-mail: _____

Mailing Address _____ Phone(s) _____

_____ zip code _____

What is your goal or objective in attending college? _____

How many hours are you currently enrolled for? _____ Major: _____

Please identify the other courses you are currently enrolled in: _____

How many hours a week, if any, do you work? _____ Job: _____

What languages, other than English, if any, do you speak, read and write? _____

What is your current ASSETT or COMPASS score? _____ Date tested _____

If you have taken RDG 081 before, state the reason you didn't successfully complete it:

Syllabus Acknowledgement:

I have received a copy of the RDG 081 syllabus and requirements for successful completion of this course, and I have read and understood them. The instructor has explained course requirements to the class.

Signature _____ Date _____

On the back of this page, write two handwritten paragraphs:

1. First, state what you feel your **strengths are** as a reader/writer/student,
2. and then state what areas you feel you need to improve in.
3. Then state anything else about yourself that you'd like to share.

Thank you, and have a great semester!